

## SCHEDULE OF COURSES GENERAL INSTRUCTIONS FOR SUMMER and FALL 2025

### **CLSS/Schedule Building Training**

All current and new schedule builders are required to attend CLSS/schedule building training. Register for trainings via the *myTraining* link on the Faculty/Staff tab in *myWSU*.

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The Summer and Fall 2025 Part-of-Term templates are available at [www.wichita.edu/clss](http://www.wichita.edu/clss). The short Pre-session should be used for workshops or courses emphasizing skills development rather than lecture and heavy reading.

### **SUMMER TERM: Please see the Part-of-Term sheet for additional options.**

P - Pre-session (9 days)..... May 19 – May 30  
1 - Full term (8 week) ..... June 2 - July 25  
810 First 4-week ..... June 2 - June 27  
820 Second 4-week ..... June 30 - July 25

### **Classes in the main parts of term should be scheduled as follows:**

#### **Pre-session (9 days)**

1 credit hour - 1 hour and 20 minutes daily - no break included  
2 credit hours - 3 hours daily - includes one 15-minute break  
3 credit hours - 4 hours and 30 minutes daily - includes two 10-minute breaks

#### **Four-week**

2 credit hours - 1 hour and 15 minutes daily - no break included  
Meeting Times: 7:30-8:45 9:50-11:05 12:10-1:25 2:30-3:45

3 credit hours - 2 hours daily - includes 10-minute break  
Meeting Times: 7:30-9:30 9:50-11:50; 12:10-2:10

#### **Eight-week**

1 credit hour - 50 minutes, 2 days per week  
2 credit hours - 50 minutes, MTWR (4 days per week)

3 credit hours - 1 hour daily  
4 credit hours - 1 hour and 20 minutes daily – no break included  
5 credit hours - 1 hour and 50 minutes daily - includes 10-minute break  
3/4/5 hour class meeting start times: 7:30, 8:40, 9:50, 11:00, 12:10, 1:20, 2:30

#### **Evening (8-week)**

2 credit hours - 7:00-9:00 p.m., either MW or TR  
3 credit hours - 7:00-9:40 p.m., either MW or TR - includes 10-minute break

### **FALL TERM: Please see the Part-of-Term sheet for additional options.**

P - Pre-session ..... August 4 - August 16  
1 - Full term (16 week) ..... August 18 - December 4  
F10 - First 8-week (37 days) ..... August 18 - October 8  
S10 - Second 8-week (36 days) ..... October 9 - December 4

**Classes in the FALL main parts of term should be scheduled as follows:**

**Pre-session**

- 1 credit hour - .... 1 hour and 20 minutes daily - no break included
- 2 credit hours -... 2 hours 40 minutes daily - includes one 10-minute break
- 3 credit hours -... 4 hours and 5 minutes daily - includes two 10-minute breaks

**Eight-week (examples)**

- 1 credit hour - 15 one-hour meetings OR 8 two-hour meetings
- 2 credit hours - 30 one-hour meetings OR 15 two-hour meetings
- 3 credit hours - One hour daily

**16-week Semester**

Classes must begin at approved meeting pattern start times; these have been set to minimize overlap and conflict for students and instructors. See chart below.

Meeting days MWF (or any 3, 4 or 5 days per week) 50-minute classes will start on the half-hour, with the first period beginning at 7:30 a.m. There are 10 minutes between these classes.

Meeting days MW or TR 75-minute classes will start at 8:00 a.m. There are 15 minutes between these classes.

	MWF	MW or TR	Evening
Morning	7:30-8:20	8:00-9:15	3 credit hours 1 evening per week 7:05-9:45
	8:30-9:20	9:30-10:45	
	9:30-10:20	11:00-12:15	
	10:30-11:20		
	11:30-12:20		
Afternoon	12:30-1:20	12:30-1:45	3 credit hours 2 evenings per week 5:35-6:50 or 7:05-8:20
	1:30-2:20	2:00-3:15	
	2:30-3:20		
Late Afternoon	3:30-4:20	3:30-4:45	
	4:30-5:20		

Departments are responsible to ensure that the minimum required instructional time is achieved - through any combination of in-person and online engagement - for the credit hours being offered. Break time does not count as instructional time. **Please see policy 4.08 on the definition of a credit hour.**

**CourseLeaf CLSS**

Summer and fall 2025 are the first terms to utilize the CLSS software for schedule-building. CLSS user guides are available on the schedule building website. There are no rolled CRNs for summer or fall in CLSS. All CRNs must be created directly, although classes from selected previous terms can be copied to create new CRNs.

**Badges**

Separate CRNs are required for domestic vs international badges in the BG part-of term for non-degree students. Any badges created for degree-bound students (value-added) must be in POT 1.

### **Instructional Method**

***Instructional method should be carefully selected and not changed once registration begins.*** The codes are:

- TCI – 100% in-person classroom instruction; meeting day/times required
- OLA – fully online–asynchronous; no meeting pattern or room assignment
- OLS – fully online–synchronous; meeting days/times required, no room assignment
- OHY – fully online, but with in-person testing required (on campus or at a remote testing center); meeting pattern only if taught synchronously, no room assignment; note on CRN required
- HYB1 – Hybrid with more than 25% in-person instruction; any online portion can be synchronous or asynchronous; meeting day/times required, note on CRN required
- HYB2 – Hybrid with 25% or less in-person instruction; any online portion can be synchronous or asynchronous; meeting day/times required, note on CRN required
- CPI – Co-op, Practicum, Independent Study; use also for internship, thesis, dissertation, etc.

***Detailed definitions can be found on schedule building website.***

### **Campus Code**

*Campus code will default to Main in CLSS and must be manually changed if a different location is desired. Use campus code O for all sections with instructional method of OLA, OLS and OHY. For non-online courses, use 001 Outside of Wichita or 002 Inside Wichita City Limit for any locations in those areas unless there is a specific campus code for that location.*

### **Special Course Numbers**

Courses must be created on the Banner course file before a CRN can be created of that course. New courses must be submitted using the CIM Course Proposal form found at [wichita.edu/courseleaf](http://wichita.edu/courseleaf).

Some courses have an alphabetical suffix as part of the course number (e.g., HIST 810D). These are special topics or experimental courses offered under an approved “Root” course (HIST 810). Root courses will not be visible in CLSS and no CRNs can be built of them. A list of root courses can be found at [wichita.edu/courseleaf](http://wichita.edu/courseleaf), and approved letters can be viewed like any other course via CIM course management. The use of H and L in course numbering is reserved for Honors and Lab courses.

Honors sections of any approved course (with letter H following the course number such as FREN 105H) are created by the department offering the course. These courses are coded with an attribute that allows only students admitted to the Honors College to enroll. No special approval requirement should be added to these Honors CRNs unless there is a need to further limit enrollment.

### **Cross-Listing**

Departments create crosslisting in CLSS (see user guide). Crosslistings are created by the department of the “child” CRN connecting it to the appropriate “parent” CRN in CLSS. Departments must coordinate this process to ensure each CRN in a crosslisted pair/group has matching meeting data and instructor before the crosslist is completed.

### **Grade Mode**

If a course can be offered for more than one grade mode, be sure each CRN has the correct mode selected. A grade mode must be selected in CLSS to change from “default value” option.

### **Prerequisites**

For all courses 100 to 599, prerequisites are enforced during registration. This includes course and/or test score prerequisites as well as restrictions (i.e., junior standing). Changes to prerequisites or restrictions require a CIM Course proposal unless the adjustment is needed only for a specific CRN and/or term. Departments cannot adjust prerequisites in CLSS so any adjustments needed at the CRN level must be emailed to [schedulebuilding@wichita.edu](mailto:schedulebuilding@wichita.edu).

### **Zero-Credit Labs**

Any lecture that has a lab time included should be created as a single CRN. If there are different day/time/room for the lab portion, a second meeting pattern can be added within the CRN.

Lecture and lab courses that have separate course numbers (e.g., CHEM 111 and CHEM 111L) must be created as CRNs. Zero credit labs are *not graded*; be sure No Grade is selected as grade mode.

### **Meeting Times/Patterns**

CRNs must use the standard meeting pattern unless an exception is approved by the Registrar's Office. If a non-standard meeting pattern is used, an internal comment must be entered to explain why that meeting pattern is needed. Non-standard meeting triggers workflow that requires RO approval.

### **Section Notes**

Notes entered on a CRN in CLSS will display to students in the online schedule. Some circumstances require notes (using OHY instructional method and adding note to indicate synchronous or asynchronous meeting). Departments are urged to include any note that will help students best understand the meeting and instruction details of a class.

### **Classroom Assignments**

*Class quota should be based on reasonable expectation of enrollment and/or actual enrollment in prior terms.* Room scheduling software is used to optimize room assignments based on departmental preferences, class quotas and other considerations. Only specific physical/medical special room requests will be accommodated outside of optimization.

#### General Use classrooms

Only the RO/course optimization process can assign general use classrooms. All general use classrooms have a data port, projector, and projection screen, enabling the use of laptop computer for presentation and internet access. Instructors should contact MRC for laptop reservations.

#### Department-assigned classrooms

Designated specialty rooms/labs can be assigned by departments in CLSS. Only rooms approved to be assigned by the department will be viewable. If a room you are authorized to schedule is not in your room options, email [schedulebuilding@wichita.edu](mailto:schedulebuilding@wichita.edu) with a request to add it. While waiting for a response, you can select "Department Assigned or Arranged." This "Department Assigned or Arranged" option can be used for classes with CPI instructional method, or whenever the meeting location is not assignable in CLSS/Banner.

#### Classroom type/feature requests

Instructors can submit requests for rooms with specific classroom furniture, media/technology and/or equipment. Instructors must get the CRN from the department schedule builder to include on the feature request form.

### **Special Approvals and Restrictions**

A Special Approval requirement should only be added to a CRN for which the department wants every student who registers to **contact its office** for an override. All Co-op (281, 481, 781) will be required to have a special approval of CO or DP. To restrict enrollment based on specific factors and allow students who meet those criteria to enroll without calling, ***do not*** put a Special Approval. The RO can restrict courses based on a student's department, major code, class, level, program and college. Such restrictions should be added to the course level using CIM and then will be applied to the CRN. Restrictions that are only applicable for the specific term can be added by modifying the restrictions in CLSS.

**Graduate Faculty Status**

An instructor of any course numbered 500+ (and not flagged as “For UG credit only”) **must have current Graduate Faculty status**. Please see the information regarding this status on the WSU Graduate School website (see Faculty Resources in the Section Menu).

**Schedule Submission**

Original schedules are validated and then submitted together as a unit. When doing so, various errors, warnings or workflow notifications will display. Errors must be corrected before the submitting with “Start Workflow.” Department chairs are first approver in the workflow for original schedule submission; some dean’s offices are also in the approval workflow. Schedules can be submitted when completed and must be done in time for the final approval to be completed by the deadline.

**There is no longer a need for departments to run a schedule error report. The RO00103 report has been removed from WSU Reporting.**

**Your completed department schedule for Summer must be submitted and have final workflow approval by January 10, 2025.**

**Your completed department schedule for Fall must be submitted and have final workflow approval by January 31, 2025.**